

## INSTRUCTIONS FOR PAPER RENEWAL FORM

- All certified New Hampshire educators who are not employed by a New Hampshire School District or a private school covered by a Professional Development Master Plan, are required to submit evidence of satisfactory professional development. If you are employed by a NH School District or in a NH Non-Public School covered by a Professional Development Master Plan and you have a current NH credential Do Not use this form. Please contact the Professional Development Committee within your school.
- Complete the renewal form listing dates, number of hours completed with the title of the activity and sponsoring organization. If documented, job-embedded professional development is acceptable. Sign the form. Ten percent of the files submitted for recertification will be audited. If you are selected for an audit you will be required to provide verification of completing the professional development listed on the renewal form. See the listing of acceptable professional development activities.
- A minimum of *seventy-five (75)* continuing education units of professional development is required during the **three years preceding the date of application for recertification**. Professional development will not be accepted if it is more than three years old at the date of application for recertification. The breakdown of CEU's is 30 hours in each area of endorsement and 45 hours in activities that align with the Professional Education Requirements (Ed 505.07).
- One continuing education unit (CEU) equates to one clock hour. Semester hours (college credits) equate to 15 CEU's. Details of how these units break out are listed below. **If an individual has two or more endorsements it will result in a minimum total requirement which exceeds seventy-five (75) continuing education units of professional development.** Participation in professional development activities must be documented. Complete the Renewal Form indicating the date(s) of the activity, the number of units of the activity, and the title of activity for the required category areas A & B. The form can be downloaded from the Department website. You may be contacted at a later date to provide verification of completion of these activities.
- **All renewals must be submitted with an Individual Professional Development Plan for the next 3-year cycle. The renewal form and the IPDP are within the same form.**
- Send in the completed renewal form and Individual Professional Development Plan and a check with the processing fee of \$130.00

Make check payable to Treasurer, State of NH.

Send to:

**NH DEPARTMENT OF EDUCATION  
Bureau of Credentialing  
101 Pleasant Street  
Concord, NH 03301**

- If you need assistance with the recertification process please contact Julie Rich at (603) 271-0052 or [julie.rich@doe.nh.gov](mailto:julie.rich@doe.nh.gov)